ELECTRONIC FINGERPRINT SUBMISSION

ATTENTION ALL APPLICANTS

All applicants are requested to utilize electronic fingerprint submission. Attach a copy of the receipt for electronic fingerprint submission to the application. Failure to provide correct ORI number will cause a delay in the processing. Out of state applicants must utilize option 2.

Agency Name: Commerce and Insurance
Applicant Type: Real Estate
OIR#: TN920784Z

Complete the steps required to schedule your fingerprints:

Option 1: Applicants will need to make an appointment with IndentoGO® who will transmit the applicant’s fingerprints to the Tennessee Bureau of Investigation (TBI) and Federal Bureau of Investigation (FBI) for processing. The report will be received by this office. The applicant will submit payment for fingerprint processing directly to IndentoGO. Applicants must take approved identification documents to the appointment with IndentoGO. Please refer to the list of acceptable identification at http://www.identogo.com/home.aspx

Online scheduling effective date August 1, 2019: http://www.identogo.com/home.aspx

- Select TN for the state
- Select digital fingerprinting
- Select new appointments
- Input service code: 28TZ99

Option 2: Applicants, who reside outside of TN or are physically unable to go to a IdentoGO location, may use IndentoGO’s non-resident card scan service. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) in to an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to an electronic fingerprint processing location. When registering, the applicant will need to enter the service code: 28TZ99. Please refer to this link for further instructions and registration: https://identogo.com/locations/tennessee

*Notification and Record Challenge: Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34

Authorization No.335560